

18 December 1974

STATINT MEMORANDUM FOR:

FROM :
SUBJECT : OJCS/AD
PROJECT : RECSKD (22400 AW)

The following items will be needed:

1. OCR type element #915 OCRA
2. Regular bond paper with no water marks (xerox copy paper works fine)

The following are OCR typing restrictions:

1. A one inch margin on top, bottom, and sides must be maintained.
2. Double spacing on all pages.
3. Each field of data is to be typed on a new line.
4. Each line of data has the | symbol as a last character of the field.
5. After the last line of data is typed on the page, double space and type the ^ symbol in the first position of the new line.
6. Corrections will be done as follows:

- a. Character deletion - either the ¶ or the ↓ symbols can be used. For example

FREE↓D

would be read as FRED

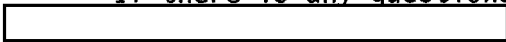
Note: Only the ↓ can delete the character | used to end a line.

- b. Line deletion - either a line drawn thru the data with a black ink pen or the symbol ↑ can be used. It is recommended that the ↑ method be used. The typist simply types a ↑ at the end of a line of data not desired, double spaces, and retypes the line correctly.

7. End of page - is indicated by a H symbol. This symbol will be on its own line, a double space after the last line of data on the page.
8. A cover sheet is required for each batch of input pages. The first line, first position should have the symbols HL. The second line, first position should have the symbol H.
9. The paper is to be typed along the long edge.

STATINTL

If there is any questions about the above instructions, please call



Attached is a sample of the cover sheet and one page of data.